

CITY OF ALAMEDA

Memorandum

To: Honorable Mayor and
Members of the City Council

From: John A. Russo
City Manager

Date: July 5, 2011

Re: Adopt a Resolution Authorizing the City Manager to Close City Hall and
Other City Administrative Offices on Fridays

BACKGROUND

At the May 31, 2011, budget study session, staff recommended that the City Council consider closing City Hall to the public on Fridays. While the directly quantifiable monetary savings to the City will likely be minimal, there will be significant benefits in terms of efficiency and staff coverage of phones and public counters.

DISCUSSION

As a result of reductions in staffing over the past several years, including those adopted as part of the FY11-12 budget, there are fewer staff available throughout the City to provide coverage of phones and public counters during the hours that City Hall and other administrative offices are open. In addition, many employees at City Hall work a 36-hour, four-day work week, with the majority working Monday through Thursday and a much smaller number working Tuesday through Friday. As a result, it can be difficult to schedule both internal and external meetings with key staff absent on Mondays and Fridays.

In order to improve internal efficiency and provide additional consistency for the public, staff proposes closing City Hall, City Hall West, and the administrative offices at the Alameda Recreation and Park Department, Library, and Police Department on Fridays. Additional hours of service will be provided to the public at City Hall and the Alameda Recreation and Park Department Mondays through Thursdays. Most of these offices will be open 8 a.m. to 6 p.m., with the Permit Center open 7:30 a.m. to 4:30 p.m. This earlier start time at the Permit Center will prove a benefit to contractors and other trades people, who tend to prefer visiting City Hall before heading to their job sites.

The City's 24-hour emergency operations for Police and Fire will be unaffected by this change. Public Works field staff (maintenance and construction inspection) will continue to work on Fridays; however, public contact on Fridays will be via telephone only. The Main Library and branches, the Housing Authority, Fire Department, and

**City Council
Agenda Item #5-M
07-05-11**

Alameda Municipal Power will also be unaffected by the new schedule. In addition, the City's Executive Management Team will continue to work five days per week.

Prior to implementing this change, which is proposed to take place beginning September 9, staff will conduct significant outreach in order to inform the public of the new hours.

FINANCIAL IMPACT

There is no financial impact from adoption of this Resolution. The City will realize minimal savings in utilities from the closure of City Hall and other City facilities on Fridays.

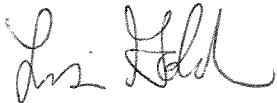
MUNICIPAL CODE/POLICY DOCUMENT CROSS REFERENCE

The Alameda City Charter Article XXII, Section 22-8 provides that, "All public offices, except where otherwise provided by law, shall be open for business every day, except holidays, from 9:00 A.M. to 5:00 P.M., subject to modification by Council."

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to close City Hall and other City administrative offices on Fridays.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Goldman", written in a cursive style.

Lisa Goldman
Assistant City Manager

CITY OF ALAMEDA RESOLUTION NO. _____

AUTHORIZING THE CITY MANAGER TO CLOSE CITY HALL AND OTHER
CITY ADMINISTRATIVE OFFICES ON FRIDAYS

Approved as to Form

City Attorney

WHEREAS, as a result of reductions in staffing over the past several years, including those adopted as part of the Fiscal Year 2011-2012 budget, there are fewer staff available throughout the City to provide coverage of phones and public counters during the hours that City Hall is open; and

WHEREAS, many employees at City Hall work a 36-hour, four-day work week, with the majority working Monday through Thursday and a much smaller number working Tuesday through Friday; and

WHEREAS, this staggered schedule has created inefficiencies for the public and for City staff; and

WHEREAS, closing City Hall and other City facilities, including City Hall West and the administrative offices at the Alameda Recreation and Park Department on Fridays but providing additional hours of service to the public Mondays through Thursdays will lead to greater efficiency and better customer service; and

WHEREAS, the City's 24-hour operations will remain unchanged; and

WHEREAS, the Alameda City Charter Article XXII, Section 22-8 provides that, "All public offices, except where otherwise provided by law, shall be open for business every day, except holidays, from 9:00 A.M. to 5:00 P.M., subject to modification by Council."

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Alameda authorizes the City Manager, acting consistent with applicable labor laws, to close City Hall and other City facilities on Fridays, beginning September 9, 2011, and keep public offices open for business every day except holidays, from 8:00 a.m. to 6:00 p.m. with the exception of the Permit Center, which shall be open 7:30 a.m. to 4:30 p.m. beginning September 12, 2011.

* * * * *

I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the 5th day of July, 2011, by the following vote to wit:

AYES

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said City this 6th day of July, 2011.

Lara Weisiger, City Clerk
City of Alameda